

**DC/SLA Board Meeting
September 5, 2013**

Attendees:

Marie Kaddell
Chris Vestal
Ramona Howerton*
Lois Ireland
Jenny Wood*
Lisa Pogue
Kathy Kelly

*Participants attended via conference call.

The meeting was called to order at 6:06 pm by Marie Kaddell.

Introductions.

Chris Vestal moved to approve the agenda. Lois Ireland seconded. Motion approved.

Chris Vestal moved to approve the previous meeting's minutes. Lois Ireland seconded. Motion approved.

President's Report

Marie Kaddell would like us to start thinking about anything that should be included in the annual report that she will be doing soon. There is a form she will be filling out. Today or tomorrow she will send out a note to our DC/SLA list about the SLA election. Marie said she loved the column and issue themes for the chapter newsletter. We have to start thinking about whether there are budgetary requirements for 2014. We have great fall programming coming up. We need to do some serious marketing when the social media directory is ready. Maybe James can do something to make it a prominent link on the web site.

Is there a level of reporting that is required for Board members? Marie is checking into it. Financial statements are required. At the Leadership Summit, SLA had said they want to see all the monthly reports. They can be a monthly reminder to hit some notes in your area of responsibility, and keep people tied in with the meetings, even if they couldn't attend. Reports don't have to be lengthy; they could be a bulleted list. The Board discussed what reports should cover. Consensus was that minutes and reports both have their place. The Headquarters web site may have resources which are helpful, but some pages are under construction. We have many big things coming up towards the end of the year.

Board Reports

Immediate Past-President Report (Lois Ireland)

We sent out a survey from the Strategic Planning committee, and responses are due tomorrow. The goal is to have a final report for the Board by the next Board meeting.

Vice-President (Chris Vestal)

Past Events: August 12 Writing Series Librarians as Authors at Teasim, jointly with Outreach Committee, 2 boxes filled with book donations for U.S. Tribal Libraries, and sent out a link for ongoing donations. This may be a good idea for the holiday party. We'd like to support another library community that is struggling.

Upcoming: **September 19** there will be a happy hour for candidates at Elephant and Castle. **September 26** we will have at National Geographic a Technology and App Petting Zoo, with certain rooms for certain areas of technology: Apps, Tablets and E-Readers, Databases, Software, and Smart Phones. We are reaching out to sponsors such as Lexis, Westlaw, EBSCO and others, asking what they have to showcase. We will have groups rotating around. **Oct. 24** is the Open House at BNA. We reached out to James for a list of Committee Chairs, he said to send to the Board Committee discussion list. Lois has current list she will send him. We will get sponsors, and have tables showcasing committees, then do a Community Feud, where teams of 3 people each where Board members will be paired with others. Sharon Lenius will be an emcee. We are thinking of in between rounds of having people from committees to do commercials for their committees. Volunteers will be recognized with certain badges and Starbucks gift cards. They're meeting with the whole committee at BNA in September, and going with same caterer as last year. There will be raffle tickets and prizes. Survey questions for Community Feud will be answered; participants guess what the top survey answers are. Questions may be DC-oriented. Will there be tables for sponsors this year? We think that is appropriate, and a way to drive traffic to them. There were 2 that came last year, and a third that gave money and didn't come. **November 6** we will have Bob Patrick Director of Veteran's History Project at LC, will be a lunch webinar at LexisNexis. **November 20** there will be another lunchtime webinar at Lexis, the conclusion of the Writing Series: Publishing Revolutions. Marie Kaddell and Deb Hunt will talk about publishing e-books and e-publishing. Possible dates the University Club is open for our holiday party: Dec. 13, Dec. 2, 3, 4 (all conflict with Hanakah). Dec. 3 may be a good choice, for same room we were in last year. We may tell them to have fewer chairs, more standing tables. We are working on planning for January and February too.

Treasurer-Elect (Ramona Howerton)

She gave Chris the Treasurer reports. We did get an allotment from SLA of \$8422.36. She hasn't deposited it yet, will do so Sunday. We have a positive balance, and are looking at actuals; this means we're on track, just a little less than what we started with this year. We also have a Joint Spring Workshop expenditure. They owe us \$843. We don't have any sponsorship income; Jenny verified that is correct. EBSCO paid for an event via credit card, so that's not included. IOP money goes to the Scholarship. Last year Jenny started our sponsorship list about this time. The virtual webinars don't cost anything, thanks to Lexis support. Pool Fund is up about \$2000 from last year.

Communications (Lisa Pogue)

We did an issue on the theme Destinations for September; it came out a little late, but it got out. We did a special issue on candidates for Board elections. We worked on one of our members on how to post things to the blog, which we may place on the wiki. We are trying to save things that will help new folks who come in. Lisa Pogue will do one on how to do the newsletter. We've set up themes for 3 months in advance, and have started chatting about technology issues. Marie has a technology message

that will be featured. In the fall, we'd like to do another survey; last year we learned people liked being asked for their input. Mary had the LinkedIn account; that may be something to start using. We could do a calendar of when things happen, in terms of communications activities. Marie thinks that the wiki is a powerful tool for the Communications Committee.

Sponsorship Relations (Jenny Wood)

We have a good list of prospects, 20 possibilities. We started sending out info about Open House and Annual meeting to them. Jenny Wood hopes to get all those emails out in the next few days to make a big push. Last year we heard back pretty quickly from sponsors. There are a couple of sponsors who she can also piggyback on the Petting Zoo idea, and give them a range of choices. She will look to see what they've supported us on historically. She will suggest the level of support used in the past. We still have time to plan for the holiday party/annual meeting. As soon as they say yes, Jenny will generate an invoice and copy the Treasurer-Elect, who will see things trickling in. Jenny edited the Program Wiki to update some contact information. SLA Headquarters contacted her to note the New York Times would like to sponsor something, so she added them.

Membership (Aileen Marshall)

Aileen could not attend, but did file reports, so she's caught up. Marie and Chris will look over some communications from Aileen regarding membership issues.

Old Business

None.

New Business

When will we discuss 2-year trial of the Joint Spring Workshop, to assess if we will continue doing this? We will wait to hear from Hannah, and put on agenda.

Next meeting will be Thursday, October 3rd, at LexisNexis, at 6 p.m.

Chris Vestal moved to adjourn. Lisa Pogue seconded. Motion passed.

Meeting adjourned at 6:57 pm.